



## **Central Trust Administration Officer**

Vacancy Information

## We are Humber Education Trust.



Humber Education Trust's vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We will grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we will drive these aims further and faster for the benefit of our pupils and our communities.

Humber Education Trust is also recognised by the DfE as an Academy Sponsor. This means that through the Trust, we are held accountable for sponsored schools who may join us, to ensure improvement in outcomes and taking responsibility for their performance and financial arrangements.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe

passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing trust of 17 schools (13 primary schools and 4 special schools). We have a strong moral purpose and a determination to provide the best education possible for the children in our care.

- We always put the needs of children first
- We celebrate what joins us and also what makes our schools unique
- We embrace links with other education providers as we seek the best outcomes for children
- We have high aspirations for everyone in the school community
- We personalise the support offered to pupils, staff members and schools alike
- We believe in system leadership
- We are passionate educators of everyone in the school community
- We welcome challenge as this promotes positive change
- We are determined to achieve the best outcomes for every individual
- We are relentless in our pursuit of excellence

Thank you for showing an interest in working within our Trust. I wish you well with your application.



**Rachel Wilkes**  
*Chief Executive Officer*





## Trust Support Team

Our Central Trust Administration Officer is a new role working with our trust leadership and business support teams as we support our family of schools.

The trust has flourished from our original 11 schools in 2017 to our now 17; moving to include a new build Free School with a planned opening in 2026.

Our Central Trust Administration Officer is pivotal to our Central Team. Reporting to our Chief Financial & Operating Officer, they deliver a confidential and seamless administrative support for all areas of administration, financial and organisational processes within the Central Team.

The successful postholder will join us at an exciting time and will have the opportunity to support with the effective delivery of a high calibre executive administration. Our children deserve the very best in education and this role supports our executive team ensuring this vision is achieved.

Compliance is paramount to us. As such, this role is one of several roles developed within our Central Team to support this and help to ensure all schools are working consistently, in line with statutory expectations.

## CENTRAL TRUST ADMINISTRATION OFFICER

**Salary Range:** Grade 5, scp 8-13  
£24,702 - £26,873 FTE, £17,281 - £18,800 Actual  
**Hours of work:** 30hrs/wk, Term-time +5 days  
**Contract:** Permanent  
**Start date:** September 2024

Are you a methodical person with an organised approach and an appetite to deliver results?

This is a varied role, ensuring the Trust's services are delivered to a high and professional standard. As an experienced administrator you will provide confidential and efficient support to the Central Team, assisting with the planning and development of trust support services.

You will have strong experience in a senior administrative role, excellent communication and organisational skills with a keen eye for detail and excellent IT skills.

For an informal discussion regarding the post and to arrange a visit to our Trust, please contact Nina Siddle, Chief Finance & Operations Officer, at Humber Education Trust on 01482 755674 or via [recruitment@het.academy](mailto:recruitment@het.academy)

Further information about the Trust can be found on our website [www.humbereducationtrust.co.uk](http://www.humbereducationtrust.co.uk)

## HOW TO APPLY:

Please complete an [application form](#) and submit to our ETeach Careers Page. All candidates are advised to refer to the job description and person specification before making an application.

Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

**Closing date for completed applications:**  
8am, Friday 12 July 2024

**Interviews:** TBC



Any offer of employment to this role will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of relevant qualifications, satisfactory references and eligibility to work in the UK checks. Shortlisted candidates will be subject to an online search and required to complete a self-declaration of their criminal record.

All members of staff are expected to promote and safeguard the welfare of students in accordance with Keeping Children Safe in Education, including maintaining clear professional boundaries in all relationships; to promote an anti-racist, multi-cultural approach.

Professional standards detail responsibilities and expectations of our job roles. The enclosed generic role specification is offered in good faith as a guide to professional practice.

We strive for excellence and encourage our staff to aim high, making positive impacts through their clear focus and professionalism. All role specifications are subject to change to adapt with circumstances. Additional duties may be asked of our staff if necessary.

If you believe you are the right person for our role then we would love to hear from you.



**Nina Siddle**  
**Chief Finance &  
Operations Officer**  
Humber Education Trust





## JOB DESCRIPTION

**LOCATION:** Humber Education Trust Central Team

**JOB TITLE:** Central Trust Administration Officer

**EVALUATION DATE:** 1 June 2024

**GRADE:** Grade 5

**DIGNITY AT WORK:** To show, at all times, a personal commitment to all pupils and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone in the trust and promotes the Trust's Equal Opportunities in Employment Policy.

**PURPOSE:** Under the guidance of senior staff, be responsible for undertaking administrative, financial, organisational processes within the central team, working flexibly as a member of the team and maintaining confidentiality at all times. Assist with the planning and development of support services.

### PRINCIPAL ACCOUNTABILITIES:

#### Organisation

1. To promote and safeguard the welfare of children and young people, reporting any cause for concern to the designated person
- To develop systems and processes to meet operational needs and to ensure the high quality of information held
- To be responsible for administering health & safety issues within the central team, maintaining accurate records/database and reporting matters of a serious nature to line manager.
- To be responsible for administering asset management for the central team, maintaining accurate records/database and raising issues of concern with line manager.
- Take responsibility for the organisation of events and meetings including booking venues, meeting rooms, arranging transport, issuing invitations, compiling paperwork and overseeing financial matters
- To support the central team with bookings for training courses, expense claims, accommodation bookings and any such related tasks.
- To manage and/or distribute central post, admin emails and be first point of contact on the central trust telephone
- To liaise with schools on a regular basis to coordinate events, trust visits, trust compliance activities and similar trust led information
- To be responsible for the effective administration of the HET O365 platform. This will include all calendars, MS Teams, document folders in One Drive and the administration of the HET SharePoint area.
- Support the central team at school sites as required

## JOB DESCRIPTION

### Administration

2. To create, manage and manipulate information relating to asset management, health & safety, sickness absence, staffing information or any other service requirement and this will include producing bespoke and complex reports
- To administer and report as required from the trust iHasco database – eLearning for all trust employees, trustees and governors
- To proactively ensure that all training in the iHasco database is up to date – raising any non-compliance with the CFOO and/or CEO. In the case of Safeguarding related courses reporting to the Safeguarding & Risk Manager.
- Proactively ensure that the school Get Information About Schools (GIAS) service is accurately updated with trustee information.
- To administer and report as required from the trust Medical Tracker database
- To be an administrative contact for the Medical Tracker software e.g. school level enquiries, software updates, report parameters, administration user settings.
- To perform a comprehensive range of high level complex administrative tasks including complex or sensitive reports and correspondence, monitoring and reconciling budgets as required
- To provide secretarial support to a wide range of meetings including the Executive Team and trustees, service committees, trade union meetings and other trust related groups e.g. confidential typing, arranging diaries, preparing & circulating agendas and taking minutes to support effective management and decision making
- To manage the senior leader meeting room / training and development centre – ensure the meeting calendar is effectively maintained, set the room up ready for events (hospitality, technical requirement preparation).
- Managed the HET Senior Leaders calendar in O365
- Produce creative, high quality publications using media platforms e.g. HET circulars, bulletins and other general communications
- Be involved in the administration of the trust website and social media pages/posts
- Administer all MS Team membership across the Trust
- To complete and submit complex forms, returns etc., to outside agencies e.g. DfE, Gov.UK, LA, Office for National Statistics (ONS) as required

### Resources

3. Monitor and manage office stock within an agreed budget, cataloguing resources, distributing the resources throughout the central team and undertaking stock audits as required
- Assist with procurement and repair of assets within the central team
- Proactively ensure the central office and meeting room are stocked with the necessary hospitality goods to ensure all staff and visitors are accommodated well
- Undertake research and obtain information to inform decisions as needed or requested

## JOB DESCRIPTION

### RESPONSIBILITIES:

4.	Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
	Be aware of, support and ensure equal opportunities for all
	Contribute to the overall ethos, work and aims of the central team
	Establish constructive relationships and communicate with other agencies and professionals
	Attend and participate in regular meetings as required
	Participate in training and other learning activities and performance development as required
	Recognise own strengths and areas of expertise and use these to advise and support others
	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the central team, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Health and Safety policy adopted by the central team.

### GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the central team are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the central team.

### DIMENSIONS:

#### 1. Responsibility for Staff:

None

#### 2. Responsibility for Customers / Clients:

- Dealing with complex customer enquiries and providing service related information, providing for the safety and wellbeing of visitors to the central team
- Providing advice and guidance on policy and procedure enabling the recipients to make informed choices
- Have the ability to independently travel to all trust schools, as required but not routinely. This would be to support the central trust in a range of activities.

#### 3. Responsibility for Budgets:

The post holder monitors the delegated departmental budgets and ensures all expenditure is kept within budgetary limits.

#### 4. Responsibility for Physical Resources:

- For the ordering, stock control, security and distribution of resources and required assets.
- For the upkeep and accuracy of the central team's information management systems.

## JOB DESCRIPTION

### WORKING RELATIONSHIPS:

1. **With Schools**  
Teaching and non-teaching staff – health & safety, resources
2. **With Any Other Central Team Areas**  
Central team network – advisory and support  
Local community & businesses – advisory and support
3. **With External Bodies to the Central team**  
Contractors/suppliers – advisory and support  
Central team network – advisory and support

### ORGANISATION CHART:

Chief Finance & Operations Officer



Central Trust Administration Officer

	Not applicable	Low	Moderate	High	Very High	Intense
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).	✓					
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		✓				
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		✓				



## PERSON SPECIFICATION

PERSON SPECIFICATION				
The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.		Essential	Desirable	How identified
*Codes: AF = Application Form, CQ = Certificate of Qualification, I = Interview				
1.	Qualifications:			
	GCSE to 5A*-C or equivalent including Maths & English	✓		AF, CQ
	Level 4 Business Administration or other relevant discipline / willingness to work towards		✓	AF, CQ
	Commitment to on-going professional development	✓		AF, I
	Health and Safety qualification / willingness to work towards		✓	AF, I
2.	Relevant Experience:			
	Experience of development, management and operation of administrative systems	✓		AF, I
	Office365 – calendars, MS Teams, document folders (OneDrive), other cloud-based platforms	✓		AF, I
	Experience of managing Social Media	✓		AF, I
	Experience of administering websites	✓		AF, I
	Experience of working with a variety of electronic databases/systems		✓	AF, I
	Experience of working in a team		✓	AF, I
	Experience of interpreting complex data		✓	AF, I
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		AF, I
	Very good numeracy & literacy skills	✓		AF, I
	Ability to produce minutes of meetings accurately and in a timely manner	✓		AF, I
	Creativity with media platforms – can produce high quality publications, circulars, bulletins, newsletters	✓		AF, I
	Ability to use ICT skills to analyse data	✓		AF, I
	Ability to work using own initiative to set targets to meet the needs of the central team	✓		AF, I
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	A good working knowledge of Health & Safety within an administrative setting	✓		AF, I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Highly developed interpersonal skills	✓		AF, I
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	✓		AF, I

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6.	The post holder is required to use basic courtesy, tact, clear articulation, influencing skills, negotiating and training skills, showing confidentiality and a skill to diffuse difficult situations when they arise	✓		I
	Written Skills:			
	Excellent written skills, showing sensitivity and tact to all ranges of audiences	✓		AF
	Ability to minute meetings effectively	✓		AF
	Ability to produce a range of reports for the Leadership team and Trustees for day to day and long-term decision making	✓		AF, I
The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.				
6.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the academy obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	✓		DBS Disclosure
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓		AF (after short listing)

### Notes

This job description may be amended at any time in consultation with the postholder.

I have read and accept the role of Central Trust Administration Officer.

Name:

Signed:

Date:



## Work for Humber Education Trust

**We value our employees**

The following **benefits** are available to employees within our academies:

### **Financial**

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay

### **Family Friendly**

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

### **Employee Benefits - Permanent Contracted Employees & Fixed Term**

- Staff Wellbeing EAP - 24/7 Confidential counselling service
- Integrated GP service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platform
- 20% Discounted Gym Membership - Hull City Council Leisure

### **Professional Development**

- Continuous Professional Development for All Staff
- Access to Middle and Senior Leadership Courses
- Supportive staff, committed to improvement, who will work with you to achieve your goals

*The opportunity to make a real difference to the lives of our students*